



Proposed Member Recommendation Form Sponsor Guidelines and Instructions

IMPORTANT NOTE: To be eligible to propose a person for membership, you must be willing to assume certain duties of sponsorship and must have a minimum of two (2) years membership in the Roswell Rotary Club yourself.

Thank you for taking the time to sponsor a proposed member in the Roswell Rotary Club. Membership in Roswell Rotary is a privilege and your sponsorship is a compliment to the club. Our strength depends on identifying and retaining effective and passionate members of high character. Therefore,

PLEASE READ THE FOLLOWING CAREFULLY BEFORE PROPOSING A MEMBER:

1. Make sure this Proposed Member (PM) is the type of person YOU want in YOUR Rotary Club. Roswell Rotary expects involvement and exemplary attendance. Make sure your PM understands these requirements and is indeed someone who will place SERVICE ABOVE SELF. Consider the following minimum guidelines as you evaluate the PM. Are they...
 - ...an adult person of good character and good business, professional and/or community reputation, or
 - ...engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession, or
 - ...holding any important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority, or
 - ...a community, charity or religious leader who has demonstrated through personal involvement in community affairs a commitment to service, or
 - ...retired from any position listed above
2. Ensure the PM completely understands the financial requirements for membership. Roswell Rotary Membership dues are presently \$225 per quarter which includes your lunch. In addition to the dues, new members pay a one-time initiation fee equal to one quarter's dues and make an initial contribution to the Rotary International Foundation and the Georgia Rotary Student Program of \$100 each. Your first Invoice will be due upon induction into the club and will approximate \$650. The current quarter's dues will be pro-rated if applicable.
3. Provide your prospective new member with the Red Badge Checklist so they understand the process of becoming an integral part of Roswell Rotary.
4. Membership in Rotary is a personal membership and not a corporate membership. If you or your PM are unsure of these responsibilities, please contact the Membership Chair, Club Treasurer, or Club Admin.
5. Your role as a Sponsor is critical. The membership committee will rely heavily on your endorsement of the PM. It is your responsibility to shepherd the PM around our Club. The PM should visit the Club a minimum of three (3) times. The PM should be introduced to as many members as possible. In addition, the PM should meet Board members and Membership Committee Members.
6. The Sponsor is required to complete all parts of this **Proposed Member Recommendation Form**. It is likely that you will need to consult with the PM to complete their personal information.



7. The Sponsor is also required to write a **Letter of Endorsement**. This Letter should provide a detailed explanation of why you think the PM should be considered as a Rotarian and specifically what makes them a good fit for the Roswell Rotary Club. Provide as much background information as possible. Examples of things to be covered could include (but not limited to):
 - How long have you known the Proposed Member?
 - What is the nature of your relationship?
 - PM's history of community service
 - PM's ability to maintain the financial and attendance commitment
8. The PM is required to write a **Letter of Intent**. The Letter should explain the PM's interest in Rotary and more specifically the Roswell Rotary Club. The Letter should describe:
 - An understanding of what it means to be a Rotarian
 - Where the PM's interest lies in serving the Roswell community
 - Current or previous involvement in charity or community service
 - PM's ability to maintain the financial and attendance commitment
 - Previous Rotary membership (i.e., Club name, length of service, areas of service)
 - Service history as a Board member in any other organizations (non-profits, etc.)
9. In addition to the Sponsor's letter of endorsement, two additional letters of endorsement from other Roswell Rotarians are required. A complete package includes:
 - Proposed Member Recommendation Form
 - Sponsor's Letter of Endorsement
 - Two additional letters of endorsement from Roswell Rotarians
 - PM Letter of Intent
10. Once the completed package is received, the Membership Director will present it to the Membership Committee for consideration. The Membership Committee consists of a minimum of five (5) Club Past Presidents. The committee will use, at their discretion, a number of procedures to evaluate the PM. These procedures could include (but are not limited to): interviewing the sponsor, interviewing other Club members at large or of the same vocational classification, interviewing the PM. If the PM is not approved, the Sponsor will be notified as to the specifics of the Committee's decision. Approval requires a minimum of three (3) committee member signatures.
11. If approved, the Membership Director will present the PM at the next scheduled meeting of the Board of Directors (2nd Thursday of every month) for vote. Upon acceptance into membership the Club Secretary will publish the name and classification to the full club membership in writing. Two separate notifications will be published.
12. If no written objections (stating reasons) are received by the Secretary the prospective member shall be considered to be elected to the membership. If any written objection is filed with the Secretary, the Board of Directors shall consider the same at any regular or special meeting of the Board and shall vote on the proposed member. A majority of votes is required to be cast by the members of the Board in attendance (provided a quorum is present) to override any objection.
13. Following the member's election to membership, the Membership Director shall notify the Sponsor and PM. At that point the PM will also be notified of the schedule for his/her Orientation and Induction.
14. **NOTE:** Prospective members or their sponsors are responsible for payment of lunch fees



ROSWELL ROTARY CLUB

P.O. Box 783
Roswell, Georgia 30075

Proposed Member Recommendation Form

(To Be Completed by Sponsor)

Full Name: _____ Nickname/Preferred: _____

Married: (Y/N)? _____ Spouses Full Name: _____

Children: Name: _____ Gender (M/F): _____ DOB: _____

Name: _____ Gender (M/F): _____ DOB: _____

Name: _____ Gender (M/F): _____ DOB: _____

Name: _____ Gender (M/F): _____ DOB: _____

Date of Birth: _____

Email: _____

Home Address: _____

Phones: _____ (Home)

_____ (Office)

_____ (Mobile)

Business Name: _____

Position: _____

Business Address: _____

Website: _____

By my signature, I understand my financial obligations as a member of Roswell Rotary Club, my membership will be personal and not corporate and that exemplary attendance is expected.

Proposed Member Signature: _____

By my signature, I am stating I have read and agree to follow the guidelines and instructions for sponsoring a proposed member in Roswell Rotary Club.

Sponsor Name: _____ Signature: _____



Roswell Rotary Club – Proposed Member Information

Club Involvement:

Roswell Rotary expects you to become involved in the life of Rotary as well as our many committees and service projects. All new members are automatically scheduled to serve on the next Annual Fundraising Committee, the Greenway/Hagan Golf and Tennis Tournament. Below is a sampling of our many committees. Please circle below any other committees where you may be interested in serving. As part of the completion of the Red Badge Program your sponsor and mentor will also assist you in committee selection.

Club Service:

Programs: Identifies and recruits exceptional speakers for weekly meetings

Social Activities/Parties: Arranges member/family activities outside of weekly meetings

Public Relations: Promotes Roswell Rotary and brand recognition in all media

Community Service:

Memorial Day Celebration: Partners with the City to sponsor/staff this annual event

Environmental: Focuses on clean air/water and preserving green space in Roswell

Relay for Life; Supports American Cancer Society through participation in annual relay

Veterans Support: Provides assistance to Veterans and their families

Aging/Physically Challenged; Seeks projects that provide for assistance to these demographic groups

Youth and Vocational Service:

Youth Day Parade: Builds a float for annual Roswell parade with student participation

Interact: Connects members to students in the Clubs 11 schools to help explore career opportunities

Roswell Relays: Plans/supports one of the largest high school track and field events in Georgia

Literacy: Seeks local opportunities to promote literacy

International Service:

Missional Work: Currently our schools in Honduras

Global Grant: Large projects with District and RI funding (water wells, medical, educational, etc)

Group Study Exchange

Foundation:

Roswell Rotary is part of Rotary International and the Georgia Rotary Scholarship Program (GRSP). There is an expectation that all members will support the Rotary Foundation and the GRSP program through quarterly contributions of at least \$25 each.